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Office of the Director

Cable Secretariat-Message Center

Positions: A 133      Grade GS-9  
          A 133.01    Grade GS-9  
          A 133.02    Grade GS-9

Title: Cable Analyst Sup  
(Reviewing Officer)

Responsible to: Assistant Watch Officer

## 1. GENERAL

The position of Cable Analyst Sup, GS-9, is a 24-hour a day, 7-day a week position, charged with the responsibility for:

- a. Providing a standard review, approval and release of distribution assigned to cables by the Distribution Section.
- b. Supervises the Distribution and Typing Section for one tour of duty.
- c. Performs related duties as required.

## 2. RESPONSIBILITIES ARE AS FOLLOWS FOR THE CABLE ANALYST SUP:

- a. Prior to release to the Typing and Proofing Unit, the distribution assigned by the Cable Analyst, GS-7 is reviewed, checked and approved, insuring that the distribution assigned to each message conforms with the requirements of the various CIA offices and with the special distribution requirements approved by the Cable Secretary.
- b. Cables released to the Typing and Proofing Unit must be checked for legibility of distribution symbols, message numbers, proper editing and transmission/receipt times.
- c. The Cable Analyst Sup assists in the training and development of members of the Distribution Section who have been designated to fill his position in a relief capacity.

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d. The Cable Analyst Sup under the direction of an Assistant Watch Officer, supervises and directs the activities of Cable Analysts and Typists in the Distribution Section during one tour of duty. In fulfilling this function, it is his responsibility to ensure proper distribution is made and that cables are accurately typed, proofread and released to the Reproduction Section without delay.

e. In order that effective supervision of the duties of Cable Analysts and Typists be maintained, the Cable Analyst Sup maintains cable distribution requirements manuals and typing guides. These manuals list subjective and objective cable distribution requirements placed upon the Cable Secretariat by various Staffs, Offices and Divisions of CIA. It is by effective implementation and interpretation of these requirements that Cable Analysts are able to distribute cables to the components of CIA on the basis of the need-to-know criterion. In addition, these manuals establish minimum operating standards within the Cable Secretariat.

### **3. QUALIFICATION REQUIREMENTS**

a. Knowledge requirements should include a subject knowledge of current events, some military organization, World Affairs, Agency Organization and organization of Government. Language requirements, while not a necessity, aid in the performance of duties. Any particular area knowledge ability is especially beneficial in the job and greatly aids in the effective performance of duties. This should include geographical, economic, political and sociological. Any communications knowledge is also an asset.

b. Education requirements are such that the more formal education the Cable Analyst Sup has had, the more he can apply himself to the position and satisfactorily perform his assigned tasks.

c. Personal characteristics must be such that the Cable Analyst Sup, GS-9, must be able to maintain and expand his scope of knowledge and be able to contribute materially in the development of Junior Officers in order to use and strengthen the best talents and abilities of each person.

### **4. JOB PROGRESSION**

Outstanding performance of duties as Cable Analyst Sup leads to consideration for the next higher position of Assistant Watch Officer should vacancies occur in those positions.

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